

## PRISM Central User Access Form Instructions

The University of Pittsburgh's PRISM (Pitt's Real-time Integrated Solution for Management) system was implemented on July 1, 1997. PRISM modules include Accounts Payable, General Ledger, Purchasing, Purchasing Card (PCard), Research Proposal and Accounting (RPA), Human Resources, Payroll and Labor Distribution.

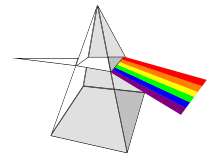
The PRISM Access Information Form defines the profile for an individual's access within a PRISM department/division. This form is completed when a department or division is requesting access for an individual to a specific PRISM department/division or requesting a change to an individual's existing access. Access requests will be processed in an average of 5 business days.

All completed and signed forms are to be sent to **Pitt IT Business Solutions Customer Assessment**, 1917 Cathedral of Learning, for processing or email/fax to [fisbfax@cfo.pitt.edu](mailto:fisbfax@cfo.pitt.edu) / 412-688-6064.

### PRISM Central User Access Information Form

#### **Page 1 – Required for all requests**

1. Select the type of access request (New User, Existing User, Access Termination). Access Termination will only terminate application access to PRISM.
2. Enter an effective date in mm/dd/yy format. This is the date the new, modified or terminated access should begin.
3. Enter the requester's name and the last four digits of their social security number. The requester is the person who requires PRISM access.
4. Print the full legal name of the requester as recorded on the Employee Record. For example, Patti Smith's legal name could be Patricia Ann Smith.
5. Enter the department or division name and Responsibility Center (RC) number.
6. Enter the preferred email address of the person needing access.
7. Enter the requestor's current University Computer Account. The requester's Responsibility Center Account Administrator is responsible for creating a University Computer Account if the requester does not already have one. As of August 28, 2000, all new University employees will automatically receive an account. A listing of RC Administrators can be found at (bottom of page) <https://www.technology.pitt.edu/help-desk/how-to-documents/directory-services-what-responsibility-center-account-administrator>. If the requester has an active PRISM account, only the current PRISM user ID field is required.
8. For Non Pitt employees only, complete the designated box with the appropriate sex, birth date (mm/dd/yy) and social security number.
9. If necessary, add any additional comments or explanations.
10. Please have the person requesting access, their supervisor and authorized RC designate sign the form in the appropriate fields. If you do not know the name of this individual, a list is posted on our website under <http://prism.pitt.edu/access/>). Access will not be granted until all of these signatures are present.



**PRISM Central User Access Form Instructions**

1

Please choose one:  New User  Existing User  Access Termination

2

Effective Date: \_\_\_\_\_ Last 4 of Social Security Number: \_\_\_\_\_

3

3

Requester: \_\_\_\_\_

4

Print full "Legal" Name: \_\_\_\_\_

5

Department or Division Name: \_\_\_\_\_ Responsibility Center #: \_\_\_\_\_

6

Preferred Email Address: \_\_\_\_\_

7

My Current University Computer Account is : \_\_\_\_\_

Or My Current PRISM Account User ID is : \_\_\_\_\_

\* To get your printer setup for PRISM, please submit a help ticket at <https://www.technology.pitt.edu/247-it-help-desk> or call 412-624-4357

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**NON Pitt Employees Only:**  Female  Male

Birth Date: \_\_\_\_\_

SSN: \_\_\_\_\_

**Business Solutions USE ONLY:**

9

Additional Comments: \_\_\_\_\_

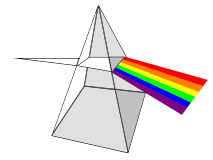
10

Requester Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized RC Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_



## PRISM Central User Access Form Instructions

### Page 2 – Central Area Responsibility Request

Select the appropriate responsibilities and one action (Add or Delete) for each. Brief descriptions of the responsibilities are listed below:

#### Payables

**AP Clerk** – allows a user to perform AP invoice and supplier data entry but not to create checks. The user may also submit and view AP reports.

**AP Processor** – allows a user to perform AP invoice data entry only. The user may also submit and view AP reports.

**AP Check Payer Pittsburgh** – allows Oakland campus users to create and void payments for Pittsburgh campus only.

**AP Void Payments** - allows a user to void payments only.

**AP Check Payer Bradford** – allows Bradford campus users to create and void payments.

**AP Check Payer Greensburg** – allows Greensburg campus users to create and void payments.

**AP Check Payer Johnstown** – allows Johnstown campus users to create and void payments.

**AP Invoice Import** – allows a user to import invoices from other accounting systems.

**AP Supplier Maintainer** - allows a user to create, update and merge supplier information.

**AP Supervisor** –allows a user to do most AP functions with the exception of check printing and Payables set-ups.

**AP Manager** –allows a user to perform all AP functions.

**AP Reports** - allows submission of custom Payables reports.

**AP Audit** –allows a user to view AP transactions or vendors and to submit and view AP reports.

**PC CFO Administrator** - allows administrator access to the Purchasing Card application.

### Page 3 – Central Area Responsibility Requests

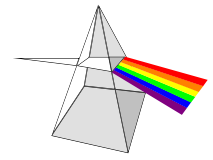
Select the appropriate responsibilities and one action (Add or Delete) for each. Brief descriptions of the responsibilities are listed below:

#### General Ledger

**GL CFO Central Admin** - allows journal entry and inquiry, account inquiry and reporting.

**GL CFO Data Entry** - allows data entry access only.

**GL CFO Data Entry-Payroll** - allows data entry access only, including payroll subcodes.



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**GL CFO Inquiry** - allows view only access to the General Ledger

**GL CFO Import/Post** - allows posting and importing of journal entries.

**GL CFO Stud Pymt Post** – allows posting access for the Student Payment Center.

**GL CFO RCA Account Maintenance** - allows maintenance of account cross validation rules.

**GL CFO Account Maintenance** - allows limited creation and maintenance of accounts.

**GL CFO GA Account Maintenance** - General Accounting only – update accounts and cross validation rules.

**GL CFO Bank Administrator** - General Accounting only - allows bank maintenance.

**GL CFO Accounts HR** – allows a user to maintain account combinations for Talent Center.

**GL CFO Accounts PP** – allows a user to maintain account combinations for correcting invoice import errors.

**GL CFO FSG Admin** – allows creation and maintenance of Financial Statement Generators.

**GL CFO FSG User** – allows submission of Financial Statement Generators.

**GL Fringe Benefits Super User** – allows updates of subcodes, rates and active date range for Fringe Benefits.

**GL CFO Super User** – allows most GL functions with the exception of some application setups.

**GL CFO Allocation User** – allows for creation of mass allocations and reports.

**GL CFO Year End Period Control** – allows for managing Year End period and closing.

### **Page 4 – Central Area Responsibility Requests**

Select the appropriate responsibilities and one action (Add or Delete) for each. Brief descriptions of the responsibilities are listed below:

#### **Internal Audit**

**IA View** - allows view only access in Accounts Payables, General Ledger, Human Resources and Purchasing.

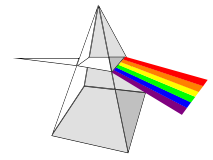
**PLD IA View** – allows view only access for labor distribution, cost sharing percentages, account inquiries and person inquiries.

#### **Purchasing**

**PO Req Entry** – allows data entry of requisitions for Financial Record Services staff only.

**PO Central Receiving** – allows Central Receiving staff to maintain receipts within Prism.

**PO Central Buyer** – allows purchasing for Central Purchasing Buyers only.



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**PO Management** - allows all PO functions with the exception of application setups.

**PO Location Maintenance** – allows update and creation of Prism locations for FRS staff only.

**PO Supplier Maintainer** – allows entry and inquiry of vendor records.

**PO View** –allows a user to view PO's in the system. No other purchasing responsibility can be assigned simultaneously with the PO View responsibility.

**PO Reports** – allows for the submission of custom PO reports.

**PO Agency Reports** – allows for the submission of custom agency, project and DBE reports.

**PO Analysis Reports** - allows for the submission of custom PO analysis reports.

**PO Asset Mgmt Reports** - allows for the submission of custom Asset Management reports.

### **Page 5 – Central Area Responsibility Requests**

Select the appropriate responsibilities and one action (Add or Delete) for each. Brief descriptions of the responsibilities are listed below:

#### **Budget**

**BMR Operating Budget Entry** – allows entry of operating budgets.

**BMR Operating Budget Approver** – allows approval of operating budgets.

#### **RPA-Office of Research**

**RPA Office Research Inquiry** – allows user to view research proposal and project information.

**RPA Office Research User** – allows user to view and update research proposal information.

#### **RPA-Research and Cost Accounting**

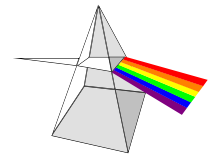
**RPA Collect Cash** – allows user to perform functions related to the management of cash for research projects. Functions include cash application, lockbox, adjusting open balances, and viewing invoices, proposals and projects.

**RPA Inquiry** – allows user to view research proposal, project, invoice and billing information.

**RPA Manager** – allows user to view and update research proposals, projects, invoices, billing data, and access cash management functions.

**RPA PAA User** – allows user to view and update research proposal, project and invoice information. The user may also perform billing inquiries, adjust open balances and inquire holding account data.

**RPA User Reports** – allows user to submit custom RPA reports.



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**RPA Super User** – allows user to perform all functions within the Research Proposal and Accounting application.

**BMR Research Budget Entry** – allows entry of research budgets.

**BMR Research Budget Approver** – allows approval of research budgets.

**RPA OIA Admin Inquiry** – allows Office of Institutional Advancement view access to projects only.

### **Page 6 – Archived Data Responsibility Requests**

Select the appropriate responsibilities and one action (Add or Delete) for each. Brief descriptions of the responsibilities are listed below:

#### **General Ledger**

**GLA CFO Archive Inquiry** – allows view access to archived data only.

**GLA CFO Combined Archive Inquiry Only** – allows view access to production AND archived data. This responsibility should be used for queries crossing live and archived data only. Performance can be affected in this responsibility because two databases are being accessed.

#### **Labor Distribution**

**PLD SPAR Processing Super User** – allows access to update SPAR requirements.

**PLD SPAR Processing Special** – allows access to special SPAR such as subcode overrides.

**PLD Payroll Special** – allows access to enter cost adjustment exceptions (Payroll only).

**PLD FRS Labor Processor**– allows access to enter cost adjustment, LD inquiries and view SPAR changes.